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ABSTRACT

The Private Colleges Accreditation Board of Alberta, Canada, requires each private college with accredited degree programs to submit an annual report consisting of two parts: a Narrative and a Statistical Summary. This document contains instructions for completing both portions of the report. The Narrative focuses on programs, enhancement of teaching, accomplishments, progress on the strategic plan, and summaries of activity. The statistical report contains data on students, finances, learning resources, and staff. Changes made to the previous edition of these instructions are summarized for quick reference. The report contains 16 sample tables or forms. (SLD)

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INSTRUCTIONS AND SAMPLE FORMS
For Annual Reports to the Private Colleges Accreditation Board of the Private Colleges with Accredited Degree Programs

Alberta PRIVATE COLLEGES ACCREDITATION BOARD

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For Annual Reports to the
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of the Private Colleges with
Accredited Degree Programs

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CHANGES MADE TO THE PREVIOUS EDITION OF THESE INSTRUCTIONS

There are two changes to this year's annual reporting instructions.

INTRODUCTION

You will note that an electronic copy of the academic calendar is acceptable, if there is no longer a printed version available.

STATISTICAL SUMMARY

The only proposed change effects Table 13 Teaching Staff by PCAB – Approved Degree Program and Status.

3.	Table 1 - 12	No change.
6.	Table 13 -	Table reports only on PCAB-approved programs. The change is to include a narrative report on interdisciplinary and thematic programs immediately following the table. [See note (g)]
14.	Table 14 - 16	No change.

REMINDER: If numbers/figures differ significantly from the previous year in any table, please append an explanatory note.

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1. INTRODUCTION

The Private Colleges Accreditation Board requires each private college with accredited degree programs to submit an annual report consisting of two parts: a Narrative and a Statistical Summary. Along with the annual report, colleges are to provide the following to the PCAB Secretariat:

- 3 copies of their current calendar (if not already sent). An electronic calendar is sufficient if that is the only medium in which it is available,
- 1 copy of the College's Business Plan as submitted to Alberta Learning (AL), and
- 1 copy of the audited financial statements.

In developing the tables for the Statistical Summary, attempts have been made to simplify the work private colleges will have to undertake. The forms are continually being assessed and revised, where appropriate, to avoid duplicating the requirements placed on colleges by both Alberta Learning (AL) and Statistics Canada. For example, in the case of the information requested on colleges' finances, private colleges are asked to use the same financial reporting templates they use for financial reporting to AL. **If numbers/figures differ significantly from the previous year in any table, an explanatory note should be appended.**

Private colleges are to submit their annual reports to the Accreditation Board by **1 November** each year and they are to cover the time periods indicated below, unless noted otherwise:

	Period Covered
Enrolments	1 May - 30 April
Graduates	1 September - 31 August
Academic Staff	1 May - 30 April
Staff	1 May - 30 April
Financial Data	previous fiscal year
Learning Resource Holdings	previous fiscal year

2. DEFINITIONS AND ABBREVIATIONS

AACL ..... Alberta Association of College Libraries

AL ..... Alberta Learning

FT ..... Full-time

FLE ..... Full-load equivalent enrolment. This is a unit measure of enrolment in which one FLE represents one year of study taking a full load. A full load is the number of credits or hours required to complete the requirement for a full year of study, typically during the Fall and Winter sessions of the academic calendar (i.e., September through April).

FTE Staff ..... The full-time equivalent is based on whatever is normal for staff in the college. In the case of FTE Teaching, it is those who carry a normal workload for at least eight months of the reporting period. Teaching staff are those who are responsible for assigning some portion of a student's grade.

ILLO ..... Inter-Library Loan

LERS ..... Learner and Enrolment Reporting System (formerly CIS)

PCAB ..... Private Colleges Accreditation Board

PT ..... Part-time

Teaching Staff .... Teaching staff are those who are responsible for assigning some portion of a student's grade.

3. PART ONE: NARRATIVE

3.1 Instructions for Writing the Narrative

Include a brief statement dealing with each of the following matters in the order indicated:

A. Programs:
- accredited
- transfer
- collaborative
- other

Only report CHANGE under each program category. Note the category 'collaborative'. It is to include any new program initiative in collaboration with another institution.

B. Enhancement of Teaching

Report on what is being done to enhance teaching at the college. This report could include:
- Method and frequency of evaluation of instruction and/or instructors;
- Formal and informal methods of exchange about teaching among faculty;
- Workshops, colloquia, in-services held on teaching;
- Memberships in organizations devoted to improvement of teaching in post-secondary institutions (e.g. STLHE: Society for Teaching and Learning in Higher Education);
- Teaching awards;
- Mentoring programs;
- Innovations in course delivery (e.g. web-based courses, etc)
- Technological assistance for the classroom;
- Institutional or faculty research on teaching and/or learning.

C. Action and Progress on Strategic Plan

This section will update PCAB on the actions taken by the college to achieve the goals and objectives of the college's Strategic Plan.

D. Major Accomplishments

Also include a brief discussion of your internal review processes for accredited degree programs. When a new program is first proposed, PCAB asks that the college provide the criteria and methods which will be used to evaluate the success of the program and

how continuous quality improvement will be assured. (See item #21 of Appendix IV in the *Accreditation Handbook*.) This section allows PCAB to monitor how colleges are internally assessing the accredited degree programs.

E. Major Challenges

Include a brief discussion of those issues that are felt to present major challenges, if any, for the coming year(s). These may include, for example, debt load, recruitment, fundraising, or deferred maintenance initiatives.

F. Scholarly Activity Summary

All colleges are to report in the following common format:

- general statements about research activity at college, and
- a statistical summary of research activity for the college as a whole, rather than by division.

Format for Statistical Summary

1. *Books Authored / Co-authored* - The total number of scholarly works reported by faculty members in the form of books (including textbooks), chapters in books, and monographs, authored or co-authored by the faculty members. Where more than one co-author are faculty members at the same institution, the work is counted for each faculty member.

2. *Books Edited / Co-edited* - The total number of scholarly works reported by faculty members in the form of books (including textbooks), chapters in books, and monographs, edited or co-edited by the faculty members. Where more than one co-editor are faculty members at the same institution, the work is counted for each faculty member.

3. *Articles in Refereed Journals* - The total number of articles and papers in refereed journals or conference proceedings.

4. *Articles in Non-refereed Publications* - The total number of articles, papers, abstracts, reviews, translations, creative writings, research reports, manuals, notes, bibliographies, concordances, newsletters, scripts/musical scores, recordings, patents/trademarks/industrial designs, posters and other works, in non-refereed publications. Includes works of art, professional musical performances, artistic productions and compositions performed for external (public) audiences.

5. *Conference Presentations* - The total number of presentations at scholarly meetings.

6. *Peer-Reviewed Publications by Undergraduate Authors* - Scholarly works in the form of books or articles (as defined above) created by undergraduate authors or co-authors, published through the same processes and media as peer-reviewed scholarly works created by faculty. Where co-authors are students or faculty at the same institution, the work is counted for each co-author.

NOTE: The statistical summary categories to be reported follow those contained in the "Research - Publications and Other Creative Works" chapter of the KPI Reporting Manual, specifically the "Athabasca University and the Private University Colleges" section.

G. Technology Maintenance/Development Summary

This section will update PCAB on technology activities undertaken in the last year. This may include revisions to existing policies, maintenance activities such as 'evergreening' plans, and technology upgrades in response to ongoing or new needs.

H. Information Requested by PCAB

This section should provide updated information or response to questions posed by the Board in response to previous annual reports, program proposals or other periodic evaluations.

4. PART TWO: STATISTICAL REPORT

4.1 Students

4.1.1 *Instructions for Table 1: Annual FLE Enrolment Report*

This table should comply with Alberta Learning's reporting requirements under LERS.

NOTE: Institutions are asked to note majors have been discontinued or suspended, or, where the program is new and therefore has no enrolments in the upper years of the program.

- **No Major Declared** - Within a 4-year degree program, especially in the first year or two of the program, there may be students who have not decided on their program of study. These students are to be shown as "not declared".

- **Other Programs** - The institution is asked to list the number of FLEs in other credit programs.

- **Calculation of Student FLEs** - Colleges will use the same calculations to determine FLEs for this report as they use for AL reports.

  NOTE: Be sure to report student FLEs by major within each accredited degree programs.

  LERS way of calculating Student FLE:

  The definition of full-time and part-time does not apply when calculating Student FLE.

  "The Full-Load Equivalent count is based on the idea of a student completing enough courses to equal one year of study in a program, as the program would normally be organized for a full-time student. One FLE enrolment may represent one student completing one full year of the course load for a program or it may represent several students whose course loads are combined to make the equivalent of one student taking a full year. " *(Learner and Enrolment Reporting System Manual*, 8 Dec. 1999)

  FLE enrolment is calculated by dividing the actual load of a student over the program's full load for the year. Student FLE is calculated for each student in each session.

$$\text{Student FLE for a term} = \frac{\text{Student's load for term}}{\text{Program load for academic year}}$$

For example, a fall term student who takes 4 courses (3 credits each) in a program whose normal academic load is 30 is 0.4 FLE.

$$0.4\ \text{FLE} = \frac{12\ \text{credits}}{30\ \text{credits}}$$

4.1.2 *Sample Table 1*

Institution: _____
Period: 1 May 20__ to 30 April 20__

ANNUAL FLE ENROLMENT REPORT

Program, Duration of Program, and Major Field of Study	1st Year	2nd Year	3rd Year	4th Year	Other	Current Reporting Period Total	Previous Reporting Period Total
Bachelor of Arts, 3 years							
Total							
Bachelor of Arts, 4 years							
English							
History							
Music							
Psychology							
Religious Studies							
Not Declared							
Total							
TOTAL ARTS							
Bachelor of Science, 3 years							
Total							
Bachelor of Science, 4 years							
Biological Sciences							
Psychology							
Not Declared							
Total							
TOTAL SCIENCE							
TOTAL IN PCAB-APPROVED PROGRAMS							
Other University-level programs							
University Transfer							
Other							
TOTAL UNIVERSITY-LEVEL PROGRAMS							
Other Programs							
College Entrance							
High School							
Other							

NOTE: Majors listed above are examples only. Concentrations are no longer to be reported individually.
All figures are expressed as FLEs.

4.1.3 *Instructions for Table 2: Graduates by PCAB-Approved Program*

This table is very similar to the *Convocation Report* already completed by colleges for Alberta Learning. Colleges are asked to complete Table 2 from the information provided in the Convocation Report. If a college has two convocations in a year, then Table 2 will be a summary of the two Convocation Reports.

- **Degrees awarded** - List the title and major fields of study.

- **Number of graduates** - Include only the graduates of programs accredited by the PCAB. Give the number who received each degree in the last academic year.

  NOTE: Report only for 3-year degrees and by major (or double major) for 4-year degrees. DO NOT include major/minor combinations.

4.1.4 *Sample Table 2*

Institution: _____
Period: 1 Sept. 20__ to 31 Aug. 20__

GRADUATES, BY PCAB-APPROVED PROGRAM

Program, Duration of Program, and Major Field of Study	Current Reporting Period	Previous Reporting Period
Bachelor of Arts, 3 years		
Total		
Bachelor of Arts, 4 years		
English		
History		
Music		
Psychology		
Religious Studies		
Total		
TOTAL ARTS		
Bachelor of Science, 3 years		
Total		
Bachelor of Science, 4 years		
Biological Sciences		
Psychology		
Total		
TOTAL SCIENCE		
TOTAL IN PCAB-APPROVED PROGRAMS		

NOTE: Majors listed above are examples only. Concentrations are no longer to be reported.
Add in other degrees such as Bachelor of Music, Bachelor of Business Operations.

4.2 Financial Data

4.2.1 *Instructions for Financial Tables 3, 4, 5, 6, 7, 8 and 9*

The financial information reported in Tables 3, 4, 5, 6, 7, 8 and 9 is to be taken from audited financial statements where possible. One copy of the college's audited financial statement must be filed with the PCAB Secretariat as soon as it is available. The audited financial statement is *not* to be included in the Annual Report.

Tables 3, 4, 5, 6, 7, 8 and 9 of the financial tables to be included in the Annual Report to the PCAB come from the Financial Information Reporting System (FIRS) manual.

Every effort was made to depict the most recent version of the templates. However, if AL's financial reporting requirements change, please adopt those changes for financial reporting to PCAB as well. Please follow the instructions and definitions noted in the Business Plan Guidelines.

NOTE:

(1) Be sure to provide any relevant explanatory notes that might explain significant changes.

(2) Provide <u>both</u> 2001-2002 actuals and 2002-2003 actuals for the following tables:

- ***Revenues by Source and Type***
- ***Revenues by Fund***
- ***Expenditures Template***
- ***Tuition & Related Fees Per Student***

4.2.2 Sample Table 3

Revenue Template: Revenues by Source & Type

Type \ Source	Government Sources					Other Public Sources	Student Sources	Private Sources	Donations & Fundraising	Other Sources	Business Enterprise	TOTAL Revenues
	Alberta Learning	Alberta Infra structure	Alberta Innovation & Science	Other Alberta Govt.	Other Govts.							
General Operations Grant												
Base + Ongoing Conditional												
Performance Award												
Envelope Funding												
Access Fund												
Learning Enhancement												
Infrastructure Renewal												
Intellectual Infrastructure												
Research Excellence												
Other												
Term-certain Conditional												
Brokering/Collaborative Agreements												
Credit Tuition & Universal Fees												
Programs Subject to TFP												
Apprenticeship												
Other MFP Not Subject to TFP												
Off-Campus Not Subject to TFP												
Other Student Fees												
Program/Course Specific												
Visa Student Differential Fees												
Misc. Fees and Student Charges												
Third Party Contract Credit												
Non-Credit Programs												
Sales of Goods & Services												
Ancillary Services												
Other Departments												
Investment Revenues												
Other Revenues												
Earned Capital Contributions												
Ancillary Services - Capital												
Other Capital												
Other Non-Capital												
TOTAL Revenues												

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4.2.3 *Sample Table 4*

Revenue Template: Revenues by Source & Fund Type

Source / Fund Type	Government Sources					Other Public Sources	Student Sources	Private Sources	Investment Revenues	Donations & Fundraising	Other Sources	Business Enterprise	TOTAL Revenues
	Alberta Learning	Alberta Infrastructure	Alberta Innovation & Science	Other Alberta Govt.	Other Govts.								
Operating													
Sponsored Research													
Special Purpose & Trust													
Total													

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4.2.4 *Sample Table 5*

Expense Template: Expenses by Object & Function

Function / Object	Instruction						Support & Service					Ancillary Services	Special Purpose & Trust	Sponsored Research	Business Enterprise	TOTAL Expenses
	Credit Subject to TFP	Off-campus Credit	Third-party Contract Credit	Apprenticeship	Other MFP Not Subject to TFP	Non-Credit	Academic Support	Student Services	Computing & Communication	Institution Support	Facilities Operations & Maintenance					
Salaries, Wages & Benefits																
Academic / Instructional																
Non-Academic / Support																
Administrative / Managerial																
Employee Benefits																
Total Compensation																
Utilities																
Gas																
Electricity																
Other Utilities																
Total Utilities																
Maintenance																
Property Tax																
Supplies & Services																
Facility Rentals																
Scholarships, Bursaries & Prizes																
Cost of Sales – Goods & Services																
Debt Servicing – (excl. principal)																
Capital Amortization																
Other																
Total																

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4.2.5 *Sample Table 6*

STATEMENT OF CHANGES IN FINANCIAL POSITION

	2001-2002 Actual	2002-2003 Budget
Excess of Revenues over Expenditures		
Non-Cash Items:		
Capital Amortization		
Change in Pension Obligations		
Amortized Deferred Capital Contributions		
Less (Gain) on Disposal of Capital Assets & UDCC[1]		
Other		
Total Non-Cash Items		
Changes in Non-Cash Working Capital		
Total Operating Expenditures		
Investing Activities:		
Acquisition of Capital Assets		
Purchase of Investments (Net)		
Proceeds on Disposal of Capital Assets		
Other		
Total Investing Activities		
Financing Activities:		
Endowment Contributions		
Capital Asset Contributions		
Deferred Capital Contributions		
Proceeds from Capital Leases		
Payments on Capital Leases		
Proceeds from Long Term Debt		
Payments on Long Term Debt		
Other		
Total Financing Activities		
Increase (Decrease) in Cash		
Cash at Beginning of Year		
Total (Cash at End of Year)		

[1] Unamortized Deferred Capital Contributions

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4.2.6 *Sample Table 7*

STATEMENT OF FINANCIAL POSITION

	2001-2002 Year End
Assets	
Current Assets	
Cash & Short Term Investments	
Accounts Receivable	
Inventories	
Prepaid Expenses & Deposits	
Total Current Assets	
Investments	
Capital Assets	
Other Assets	
Total Assets	
Liabilities & Net Assets	
Current Liabilities	
Bank Indebtedness	
Accounts Payable & Accrued Liabilities	
Accrued Vacation Pay	
Unearned Revenue	
Deferred Contributions	
Other Current Liabilities	
Total Current Liabilities	
Long Term Liabilities	
Debt (including Mortgages)	
Capital Leases	
Pension Obligations	
Deferred Contributions	
Deferred Capital Contributions	
Unamortized Deferred Capital Contributions	
Other Long Term Liabilities	
Total Long Term Liabilities	
Net Assets	
Endowments	
Investment in Capital Assets	
Internally Restricted Net Assets	
Unrestricted Net Assets	
Total Net Assets	
Total Liabilities & Net Assets	

4.2.7 *Sample Table 8*

DEFERRED CONTRIBUTIONS

	Balance Beginning of Year	Cash Received	Less Transfers to Revenues	Less Unamortized Deferred Capital	Less Transfers to Endowments	Less Disposals	Less Other	Total (Balance End of Year)
Grants								
Base Operations (AL)								
Performance (AL)								
Access Fund (AL)								
Access Fund (AI)								
Infrastructure Equipment (AL)								
Other Equipment (AL)								
IRE – Facilities (AI)								
One-time Capital (AI)								
Research Infrastructure (AI&S)								
Research Apps. & Tech. Transfer[1] (AI&S)								
Research Excellence (AI&S)								
Other Government								
Other Non-Government								
Total Grants								
Donations (General)								
Donations (Capital)								
Investment Earnings								
Other								
Total								

Cash Received - This information should match the actual grants received from Alberta Learning, Alberta Infrastructure, and Alberta Innovation and Science.

Less Transfers to Revenues - should be the total entered on the Revenue Template.

[1] Research Applications & Technology Transfer

4.2.8 *Sample Table 9*

Tuition & Related Fees Per Student

	2001-02 Actual 1	2002-03 Actual 2	2003-04 Budget	2004-05 Plan 1	2005-06 Plan 2
Tuition Fees:					
Base Tuition Fee					
Library and Computing Fee (Universal)					
Materials and Handling Fee (Universal)					
Other Universal Instruction-Related Fees					
Total Fees Subject to Policy	Calculated totals				
Fees Not Subject to Policy					
Recreation/Athletic Fees					
Health Services Fee					
Administrative/Processing Fee					
Non-Refundable Application Fee					
Other Fees (Provide details)					
Total Fees Not Subject to Policy	Calculated totals				
TOTAL	Calculated totals				

The base fee for the Universities and Private University Colleges is the tuition fee per FLE[1] in an undergraduate Arts or Science program. For other accredited programs the equivalent is the tuition fee per FLE in the first two semesters of the program.

Note: Do not include fees paid by the student that do not provide revenue for the institution, such as students' union fees.

4.2.9 *Instructions for Financial Table 10*

Table 10, Debt attempts to show PCAB members the financial health of the institution. Information for this table should be readily available from the private college's financial statements (balance sheet and notes).

NOTE:

(1) Be sure to provide any relevant explanatory notes that might explain significant changes.

(2) Bank indebtedness description - provide a description similar to that provided in the Note accompanying the financial statements.

(3) Long term debt - provide a description similar to that provided in the Note accompanying the financial statements.

4.2.10 *Sample Table 10*

DEBT

	Current Year	Previous Year
Interest on short and long term debt	$x	$x
Unfunded liabilities (e.g. pension plan) (Provide description)	$x	$x
Bank indebtedness (Provide description)	$x	$x
Long term debt (Provide description)	$x	$x
Less current portion of long term debt	$x	$x
Total	$x	$x
Obligations under capital leases (Provide description)	$x	$x
Less current portion of obligation	$x	$x
Total	$x	$x
Debt to Total Assets Ratio (Note: Debt is comprised of short and long term obligations as outlined above)	$x	$x

Principal repayments required in each of the next 5 years:

2000	$x
2001	$x
2002	$x
2003	$x
2004	$x
Thereafter	$x
	$x

Statement of plans and mechanisms to fund debt outlined above:

(Comments might include anticipated net revenues stream over time, current and anticipated fund contributions, planned use of fund contributions, ability to repay over time, etc.)

4.3 Learning Resource Centre and Library

4.3.1 *Instructions for Table 11: Learning Resource Centre and Library*

Through the Private Colleges Coordinating Council, the librarians of the private colleges have recommended changes with respect to library reporting. With a few modifications the Board has accepted the recommendations.

Please note the following:

Volumes - The total number of item records in the library catalogue (each physical unit), which is generated annually from the library system. Collections not in the library automation system may be described in a note. Library cataloguing practices may vary from library to library with respect to the formats of materials included in the library automation system, e.g. bound periodicals. These practices influence the number of item records reported. This figure also includes reserve items which are regularly added and withdrawn from the catalogue.

Periodicals - Some titles are acquired in more than one format and therefore may be counted more than once, e.g. double counting will occur if both paper and microfiche subscriptions are acquired within the reporting year.

Micromaterials - Includes microfiche and/or microfilm.

Electronic - Includes all full-image or full-text titles available from local or remote sources.

Resource Sharing Collections - Collections accessible to clients through formal agreements with other libraries.

Net Growth - Statistics for net growth are not generated by the library automation system and must be calculated manually. There will be a discrepancy between the net growth number and the system-generated local collections number. This discrepancy is accounted for by the addition and deletion of temporary reserve collection figures which are included in the system-generated local collection volume count.

Direct Circulation - Annual data from library automation system.

Interlibrary Loans/Document Delivery - Record here only transactions not included in direct circulation.

Reference Transactions - Includes basic and complex reference transactions.

Computers and Peripherals - Includes computers and any equipment directly associated with their use.

Institution's Total General Operation Expenditures (TGOE) - This includes the total of all seven function categories of the General Operating Expenditures appearing in the Table 5, Expenditures by Function and Object Category. (Function categories: Instruction Non-Credit, Instruction Credit, Academic Support, Student Service, Computing Network & Communications, Institutional Support, and Facilities Operation.) In addition, when calculating total library expenditures as a percentage of TGOE, include the operating expenditures of all other education programs directly supported by the library, e.g. High School, Seminary, but which do not appear in Table 5.

FLE Students - FLEs (full load equivalents) used must agree with those used elsewhere in the report, except that pre-university-level FLEs, for example, are counted as 0.5. Specifically, the FLE figure used should be the "Total in University-Level Programs" figure reported on Table 1, plus one half of the "Other Programs" figure reported on the same table. The "Other Programs" might include high school, upgrading and other.

4.3.2 ***Sample Table 11***

Institution: _____
Period: _____20__ to _____20__

LEARNING RESOURCE CENTRE AND LIBRARY

	Current Reporting Period	Previous Reporting Period
COLLECTIONS		
Local Collections		
Volumes	_____	_____
Current periodical & newspaper titles		
Print	_____	_____
Micromaterials	_____	_____
Electronic	_____	_____
Total current periodicals	_____	_____
Current periodical index titles		
Print	_____	_____
Electronic	_____	_____
Total current indexes	_____	_____
Resource sharing collections		
NEOS: # of participating libraries	_____	_____
_____	_____	_____
_____	_____	_____
Collections analysis		
Volumes per FLE	_____	_____
Current periodical titles per FLE	_____	_____
Direct circulation per FLE	_____	_____
LIBRARY ACTIVITY		
Growth		
Volumes added	_____	_____
Volumes withdrawn	_____	_____
Net growth	_____	_____
Direct circulation	_____	_____
Interlibrary loans/document delivery		
Borrowed	_____	_____
Lent	_____	_____
Reference & bibliographic instruction		
Classroom instruction - Sessions	_____	_____
Classroom instruction - Participants	_____	_____
Reference transactions	_____	_____
EXPENDITURES		
Total library expenditures		
Local collections (total)	_____	_____
Books	_____	_____
Periodicals	_____	_____
Other	_____	_____
Staff (permanent)	_____	_____
Staff (other)	_____	_____
Computers & peripherals	_____	_____
Other	_____	_____
Total	_____	_____

LEARNING RESOURCE CENTRE AND LIBRARY *continued.....*

	Current Reporting Period	Previous Reporting Period
Expenditure analysis		
% of total library expenditures spent on collections	_____	_____
% of total library expenditures spent on staff	_____	_____
Total library expenditures as a % of institution's total general operating expenditures	_____	_____
LOCAL CHARACTERISTICS		
FLE students	_____	_____
Number of seats	_____	_____
Number of public access electronic workstations	_____	_____
Hours open per week	_____	_____
FTE library staff	_____	_____
Ratio of FLE Students to library staff	_____	_____

4.4 Staff

4.4.1 *Instructions for Table 12: Staff*

All staff employed by the college who provide support to PCAB-approved programs are to be reported, including student assistants.

- **Full-/Part-time** - Full-time staff are those who carried a normal workload for at least eight months of the reporting period.
  - in the case of Full-time staff, count positions
  - in the case of Part-time staff, count heads

- **Permanent/Temporary** - Permanent staff are those recruited for positions designated as permanent or for an indefinite term.

- **Non-academic teaching staff** - This would include those who teach or demonstrate in laboratories but who have no faculty status.

- **Other Academic Staff** - This would include those with academic rank who don't teach; the President and Vice-President might be examples.

It is not necessary to include people who are paid an honorarium only.

NOTE: Only staff that support the PCAB-approved programs are to be included. For example, staff supporting only high school or continuing education operations are not to be included.

4.4.2 *Sample Table 12*

Institution: _____
Period: 1 May 20__ to 30 April 20__

STAFF

	Current Reporting Period	Previous Reporting Period
FULL-TIME		
Teaching Staff		
Permanent Faculty		
Temporary Faculty		
Non-Academic Staff		
Total in Faculties		
Library Staff		
Professional Librarians		
Other Staff		
Total in Libraries		
Other Staff		
Academic Staff		
Non-Academic Staff		
Total in Other Departments		
Total Full-time Staff		
Full-time Staff On Leave (included in above)		
PART-TIME		
Teaching Staff		
Permanent Faculty		
Temporary Faculty		
Non-Academic Staff		
Student Assistants		
Total in Faculties		
Library Staff		
Professional Librarians		
Other Staff		
Student Assistants		
Total in Libraries		
Other Staff		
Academic Staff		
Non-Academic Staff		
Student Assistants		
Total in Other Departments		
Total Part-time Staff		
Part-time Staff On Leave (included in above)		
TOTAL STAFF EMPLOYED BY THE COLLEGE		

4.4.3 *Instructions for Table 13: Teaching Staff by PCAB-Approved Degree Program and Status*

Table 13 presents information on staff teaching loads **in PCAB-approved programs only**.

- Music Conservatory instructors who teach courses which are part of an accredited program are to be counted.

- Staff on study or other leave are to be included.

- Note that the period of time covered is different from that covered by Statistics Canada. Statistics Canada "takes a snapshot" by asking for a report on all academic staff teaching on October 15. The PCAB requires a report on all staff who have taught in a 12-month period.

- **Type of Appointment** - The following categories should be used:
  Continuing - staff members who are tenured or equivalent, leading to tenure, probationary, and other continuing.
  Others - includes annual, sessional, visiting staff, and others on definite term contracts.

- **Status** - Full-time or Part-time. Full-time staff are those who carried a normal teaching workload for at least eight (8) months of the reporting period. **Note that the status of staff relates to an individual's primary assignment in the institution.**

  - Tenure track faculty members who are employed full-time, with a reduced teaching load of less than 30% because of administrative duties, should be counted as full-time in the reporting on teaching staff.

  - Tenure track faculty members who are primarily in administration (e.g. Dean), but teach part-time (e.g. one or two courses), should be counted as part-time in the reporting on teaching staff.

  - Do not count full-time administrators unless they taught in the reporting year.

- **Number of staff** - Count only those members of staff who held teaching positions in an accredited program in the previous year. Other academic staff members, such as the Librarian for example, should not be counted unless they actually taught a course.

NOTE:

(a) Where needed, immediately following each degree program, notes should be provided which give information about the following: if the FTE is being phased in for a new program, what disciplines are involved for an interdisciplinary program, where staffing requirements are not being met because of sabbaticals, etc.

(b) Indicate in the appropriate column, whenever applicable, the number of staff in that program who also taught in another program. It is not necessary to specifically indicate what other program is involved.

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(c) If, because of (b), the total number of instructors does not equal the total number of instructors on Table 14, please add the explanation to a note at the bottom of the table.

(d) Please provide previous years' data as well.

(e) "FTE at Time of Approval or as Formally Amended" - This FTE count should reflect the staffing at the time of approval when PCAB requirements were met. If the program was not fully staffed when it was implemented, the count should reflect the agreement between PCAB and the institution when the program would be fully operational. On occasion, PCAB has approved a program with the understanding that the FTE count would reach the required FTE within a certain period of time.

(f) For approved concentrations/majors, footnotes are to be added to explain when FTE by discipline appears to fall below PCAB required minimums.

(g) This year Interdisciplinary and Thematic Studies programs are to be reported in a narrative form at the bottom of the table. This is intended to allow for a comprehensive presentation of the staffing profile and a discussion of any discrepancy from the approved staffing pattern. The narrative should include:

1) a note explaining the disciplines involved in each interdisciplinary program,

2) the following assurances:

- *That there is adequate continuing staffing (including staffing for courses unique to the program),*
- *That there is a coordinator responsible for the program (include % of time for program), and*
- *That students have access to courses, including options, as originally approved. If there are changes from what was originally approved or from the previous year, the institution is to provide explanation,*

3) the staffing pattern when the program was approved, as well as any changes to it since then and since the previous year.

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4.4.4 *Sample Table 13*

Institution _____
Year _____

TEACHING STAFF

BY PCAB-APPROVED DEGREE PROGRAM AND STATUS

Degree Program and Status	FTE at Time of Approval or as Formally Amended	Previous Year No. of Teaching Staff: Teaching in This Discipline	Previous Year No. of Teaching Staff: Teaching in This + Other Disciplines	Previous Year: Total FTE Teaching Staff	Current Year No. of Teaching Staff: Teaching in This Discipline	Current Year No. of Teaching Staff: Teaching in This + Other Disciplines	Current Year: Total FTE Teaching Staff
3 year BA History	_____			_____			_____
Continuing							
FT Teaching		_____	_____		_____	_____	
PT Teaching		_____	_____		_____	_____	
Others							
FT Teaching		_____	_____		_____	_____	
PT Teaching		_____	_____		_____	_____	
3 and 4-year BA English	_____			_____			_____
Continuing							
FT Teaching		_____	_____		_____	_____	
PT Teaching		_____	_____		_____	_____	
Others							
FT Teaching		_____	_____		_____	_____	
PT Teaching		_____	_____		_____	_____	

Notes:

(a) Following each degree program, where needed, notes would be provided to provide information about the following: if the FTE is being phased in for the new program, what disciplines are involved for interdisciplinary programs, where staffing requirements aren't being met (give reasons), etc.

(b) Interdisciplinary and Thematic Studies programs are to be reported in a narrative form following Table 13. See note (g) in the Instructions for Table 13.

4.4.5 *Instructions for Table 14: Number and Percentage of Teaching Staff by Highest Degree*

- See notes on sample table for what is to be included in "Continuing" and "Other".
- ABDs are to be included as Masters degrees.

NOTE: The total Teaching Staff section of the table should now be expressed as an FTE count.

4.4.6 *Sample Table 14*

Institution: _____
Period: 1 May 20 __ to 30 April 20__

NUMBER AND PERCENTAGE OF TEACHING STAFF BY HIGHEST DEGREE

Level of Education	1999/2000 N %	2000/2001 N %	2001/2002 N %	2002/2003 N %
CONTINUING TEACHING STAFF				
Doctorate				
Masters				
Bachelors				
Other				
TOTAL	100%	100%	100%	100%
OTHER TEACHING STAFF				
Doctorate				
Masters				
Bachelors				
Other				
TOTAL	100%	100%	100%	100%
TOTAL FTE TEACHING STAFF	100%	100%	100%	100%
Doctorate				
Masters				
Bachelors				
Other				
TOTAL	100%	100%	100%	100%

Notes: See definitions on pages 25 and 26.

4.5 Comparison Tables

The tables presented in this section will be prepared by the PCAB Secretariat from the materials submitted by the colleges. They are intended to present certain key data in a way that will make it easy for the PCAB to make comparisons of each college with its own past and with other private colleges.

The data expected to be included in these tables are presented here for information.

4.5.1 ***Sample Table 15***

PERCENTAGE OF TEACHING STAFF
BY HIGHEST DEGREE

	Augustana University College	Canadian University College	Concordia University College of Alberta	DeVry Institute of Technology (Calgary)	The King's University College	Canadian Nazarene University College*	Taylor University College and Seminary
CONTINUING TEACHING STAFF							
Doctorate							
Masters							
Bachelors							
Other							
TOTAL	100%	100%	100%	100%	100%	100%	100%
Number of teaching staff							
OTHER TEACHING STAFF							
Doctorate							
Masters							
Bachelors							
Other							
TOTAL	100%	100%	100%	100%	100%	100%	100%
Number of teaching staff							
TOTAL FTE TEACHING STAFF							
Doctorate							
Masters							
Bachelors							
Other							
TOTAL	100%	100%	100%	100%	100%	100%	100%
Number of FTE teaching staff							

* Also known as Nazarene University College.

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4.5.2 *Sample Table 16*

BASIC INDICATORS FOR FOUR YEARS

	Augustana University College*	Canadian University College*	Concordia University College of Alberta*	DeVry Institute of Technology (Calgary)	The King's University College*	Canadian Nazarene University College**	Taylor University College and Seminary
STUDENTS							
FLE students (all university-level programs)							
Number of graduates (PCAB programs)							
STAFF							
Teaching staff: Number							
FTE							
University-level students /FTE teaching staff							
FINANCIAL DATA							
Full-time tuition (per term or semester)							
LIBRARY							
Library expenditures per FLE university-level student							
Library expenditures as a % of general operating expenditures							
FLE students per library staff							
% of library expenditures devoted to library personnel expenditures							

* Denotes those 4 institutions which receive government operating grants.
** Also known as Nazarene University College.

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